


### ***We will cover...***


- Who should be here?
- What is FAST?
- How does FAST work?
- What do I need to know?
- When do I need to use FAST?
- What do I have to do?
- What's new in FAST?
- Where can I get help?
- Who can I call?
- Q & A



### ***Who should be here?***

- “Agency-level” FAST administrators and POCs
- Intermediate-level FAST users, responsible for
  - ... *managing the reporting structure*
  - ... *managing user accounts*
  - ... *reviewing and approving data*
- Agency help desk POCs

Session is primarily intended for users with either administrative roles for their organization (either at the agency level or at an intermediate level) or user support/help desk roles. Session will NOT focus on data entry, except where we touch on changes to FAST to be deployed ahead of this fall’s data call.



### ***What is FAST?***

- Web-based Federal motor vehicle fleet compliance data reporting tool
  - <https://fastweb.inel.gov/>
- Collects data about Federal motor vehicle fleet, per
  - *Energy Policy Acts (EPA) 2005, 1992*
  - *Executive Orders (EO) 13423, 13514*
  - *Energy Independence Security Act (EISA) 2007*
  - *Federal Property and Administration Services Act*
  - *Federal Energy Administration Act*
  - *OMB Circular A-11*
  - *Presidential Memo, May 2011*
- Jointly managed by DOE, GSA, EIA

Web-based: No additional software, other than a relatively-current Web browser and an Internet connection, required to be installed on each user's computer workstation.

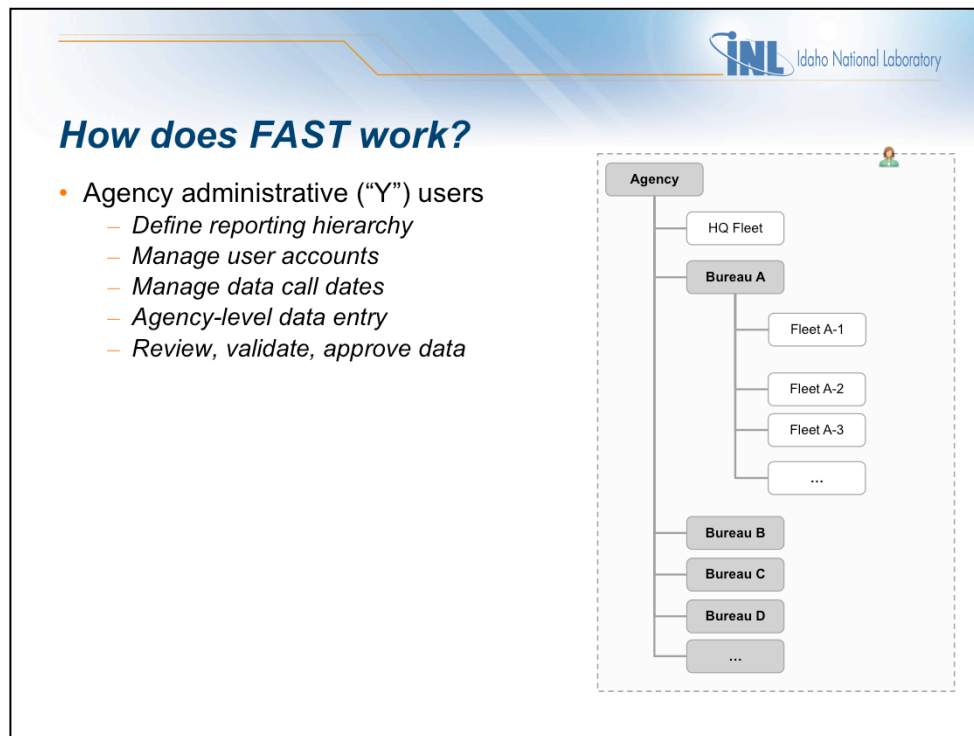
Federal motor vehicle fleet: Data collected via FAST deals solely with the Federal government's fleet of motor vehicles

Compliance reporting tool: Data is primarily focused on compliance with various reporting requirements and specific metrics for the makeup and operation of the Federal motor vehicle fleet

Important to note that FAST is not an fleet management information system; it exists almost exclusively to support specific data reporting and compliance requirements

Each of the management partners has specific – sometimes overlapping – responsibilities related to data collection, analysis, and reporting. Those responsibilities form the basis for FAST.

Also note that as these requirements change over time and as the responsibilities of the managing partners change, FAST will continue to evolve.



FAST is centered around the idea of allowing each agency to choose how to structure itself within the system, and then to manage its own users within that structure in terms of what they can do and are responsible for.

Agency Administrators (“Y” level):

- Reporting hierarchy: analogous to an organizational chart; can be very deep & wide, very simple, or somewhere in between. Data comes in at those lowest-level entities in the hierarchy. Users assigned to those lower-level entities to provide data.
- User accounts: FAST supports several different levels of users; level determines what they can do within the system and which elements of the reporting hierarchy they can view/report data for

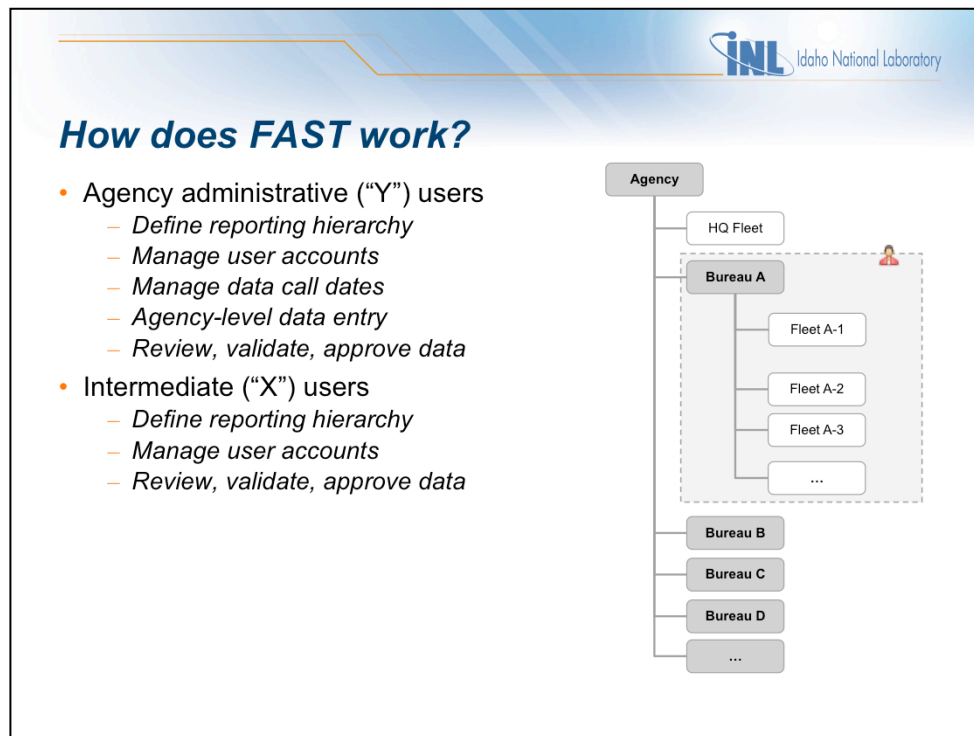
Intermediate (“X” level) users:

- Larger organizations may benefit from delegating some of the administrative responsibilities to users at the “bureau” level
- Intermediate-level admins can deal with hierarchy, user accounts, review & validation of data

Fleet-level (“A”) users:

- Primary responsibility is to enter and validate data for one or more “fleets” of vehicles during the corresponding times of the year

Data Aggregation: the managing partners all use the data recorded through FAST in various reports they are required to prepare and publish; in almost all cases, that data is rolled up to agency aggregates for inclusion. Individual fleets may not be specifically named in those reports, but the inclusion of each individual fleet’s data means all of that data needs to be reviewed for correctness, completeness, and consistency as part of the agency’s reporting process.



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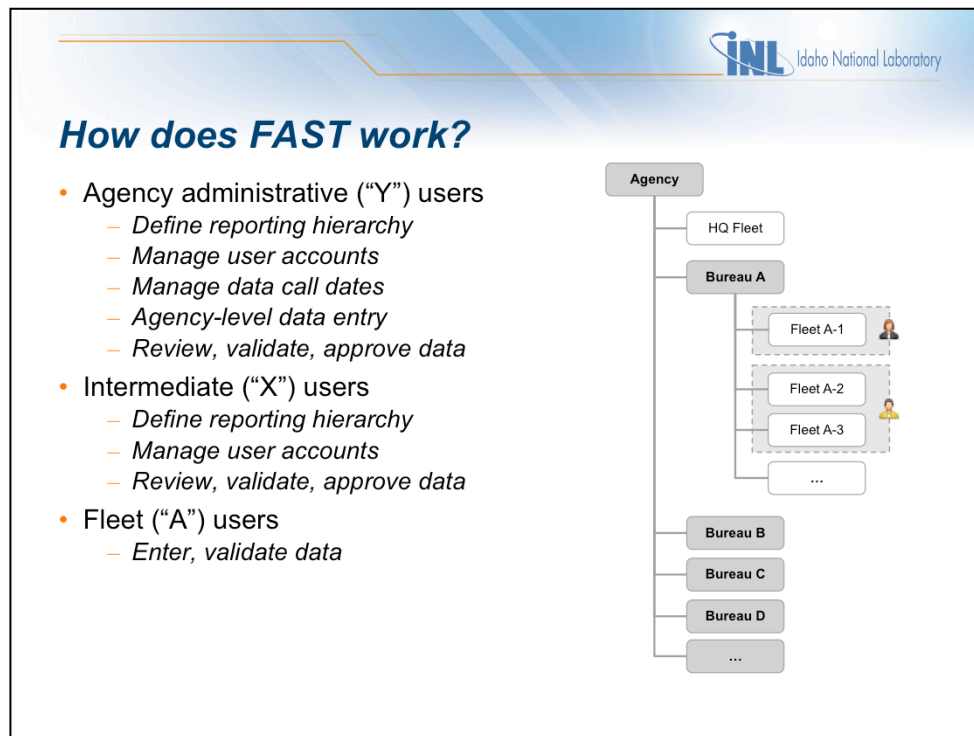
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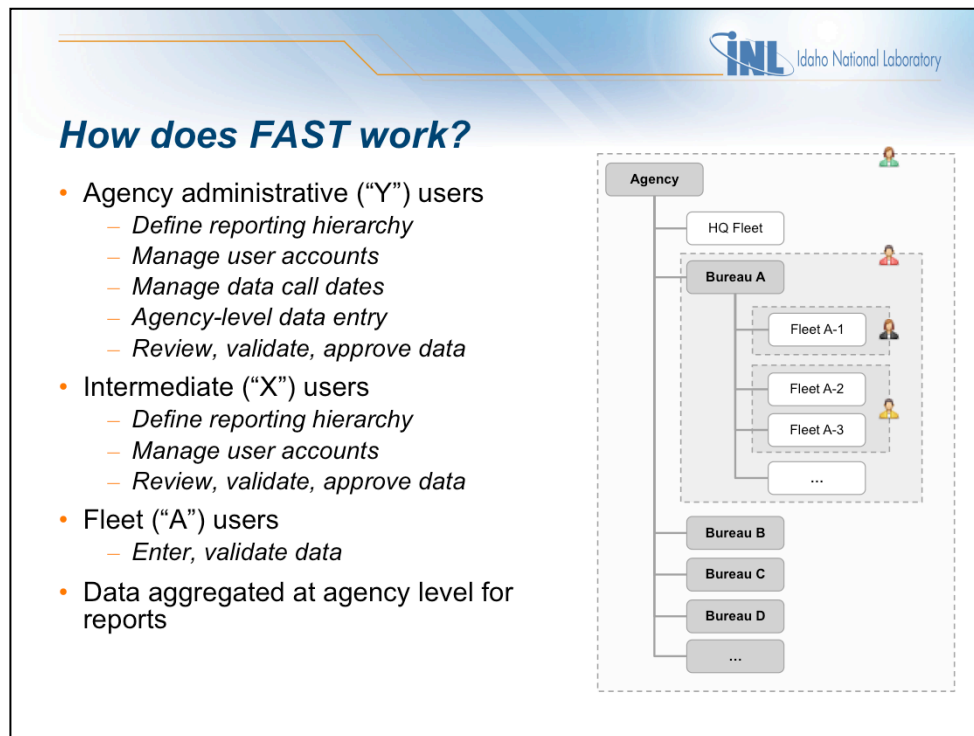
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### ***What do I need to know?***


- Your organization's structure
- Location of fleet-related data
  - *Who has it?*
  - *Where is it housed?*
- Personnel associated with organization's structure
- Fleet budgeting process
- Detailed understanding of underlying requirements
  - *Legislation and EO's*
  - *Organizational policies*
- Basic FAST timeline

Location of data: knowing who has the fleet-related data (one or more MIS's? people involved?) is crucial in setting up an effective and efficient reporting hierarchy; ideally, reporting hierarchy looks like a combination of the management and budget structures for the organization and is as simple as it can be. Centralized data system = simple reporting structure = minimal number of people and work in getting data reported.

Budgeting process: important to know both the process and the people/groups involved in establishing and approving the fleet budget

FAST agency administrators and help desk POCs must provide

- Direction and guidance regarding agency-specific approaches and procedures to data reporting
- Answers to questions about underlying requirements and compliance
- Support related to using the FAST system itself



### ***When do I need to use FAST?***

- September: Preparation for primary data call
  - *Training sessions*
  - *Tuning hierarchy*
  - *Setting up user accounts*
- Oct 1 – Dec 15: Primary fleet data call
  - *Inventory, acquisition, disposals*
  - *Operational data (costs, miles)*
  - *Fuel cost and consumption*
- Jun 1 – 30:
  - *EPAct § 701 alt fuel waiver requests*
  - *EISA § 246 fueling infrastructure data (admins only)*
- August: OMB A-11 AMVFR data call
  - *Fleet budget projections*

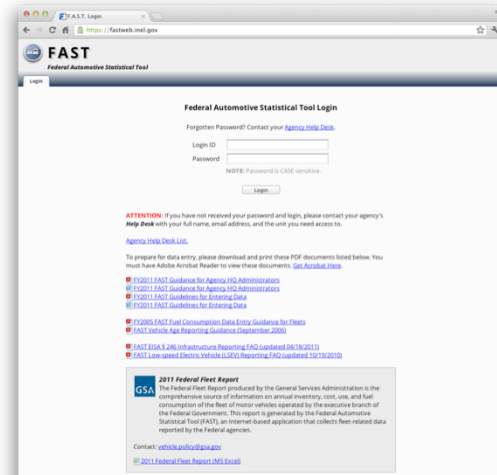
September preparation:

- Training of agency administrators and agency help desk POCs
- Prior year reporting hierarchy for each agency is rolled forward for the new year; admins can update hierarchy prior to opening of data call
- Agencies train their users, as needed – please coordinate any training efforts with Michelle Kirby of the INL FAST team to avoid conflicts with system downtime

June data calls run concurrently because the information about the location of the fueling centers from the EISA 246 call is used as part of the review process for the EPACT 701 waivers submitted by the agencies.


## What do I have to do?

- Time for a demo...



### ***What's new / coming in FAST?***

- Important changes deployed in May 2012:
  - new query tool
  - system log now part of query tool
  - updated FAQ, “what’s new”, email message system
  
- More to come over the next year:
  - more flexible “view-only” users
  - better tools for managing users and reporting hierarchy
  - comprehensive overhaul of FAST help/support content
  - existing SF-82 summary report to be replaced



## Improvements to Excel import capabilities

- Detailed validation messages
- Ability to import both .xls and .xlsx formats
- Significantly faster imports, particularly on large files

✖ Import Failed!

Problems found with imported data


- Invalid or missing fuel type found:
  - Row 9: B10
  - Row 19: (missing)
- Invalid GSA leased consumption value found:
  - Row 7: a
- Invalid owned consumption value found:
  - Row 17: 14000000000
- Invalid cost value found:
  - Row 2: -653
- Invalid vehicle exemption found:
  - Row 19: (missing)
- Invalid commercial leased consumption value found:
  - Row 4: b
  - Row 16: 3.72
- Invalid, missing, or inconsistent state found:
  - Row 3: FO

**Bulk Data Upload Utility**

Click the browse button below to find the file you want to import. Once you have found the file, press the upload file button. This could take a few minutes, depending on the size of the file you are uploading. [Click here](#) to download the current template.

Browse...

Upload File



## What's new / coming in FAST?

- Additional data elements to merge VAM-based optimal fleet reporting into annual fall data call
  - Disposal "actuals" for FY just ended

Section	Data	Input 2012	Input 2013	Input 2014	Input 2015
		Actuals	Planned	Projected	Forecast
		a	b	c	d
I	Vehicle Data by Vehicle Model:				
	Inventory:				
	Acquisitions:				
II	Vehicle Cost/Mileage Data by Vehicle Model:				
	Disposals:				
III	Fuel Cost/Consumption by Fuel Type:				
IV	EPACT 5 701 Waiver Request: Status:				
V	Data Output:				

**Legend:**


- Incomplete Input
- Complete Input
- Locked Input
- Report Output
- Data Validation Report (generate and view)
- Data Validation Report (no outstanding issues)
- Data Validation Report (1 or more issues)

**EPACT 5 701 Waiver Request Status:**

- Not Complete
- Complete, not reviewed
- Approved
- Disapproved
- Foreign Fleet

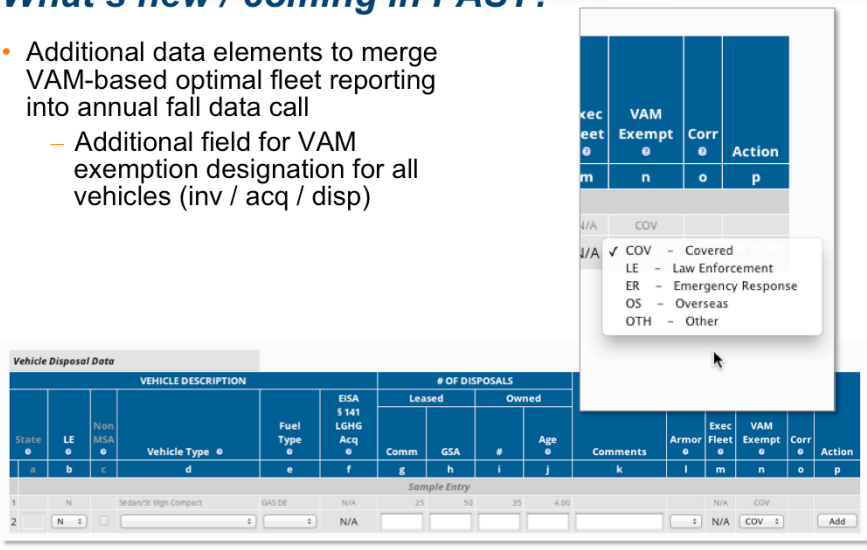
	Input 2012	
	Actuals	P
	a	
Inventory:	<span style="color: gray;">●</span>	
Acquisitions:	<span style="color: gray;">●</span>	
Disposals:	<span style="color: gray;">●</span>	

Several changes coming this fall related to incorporating additional data elements into the fall data call to support agency reporting of progress toward the optimal fleet characterized this past year as the agencies reported summary results from their vehicle allocation methodologies.



## What's new / coming in FAST?

- Additional data elements to merge VAM-based optimal fleet reporting into annual fall data call
  - Additional field for VAM exemption designation for all vehicles (inv / acq / disp)



VEHICLE DESCRIPTION						# OF DISPOSALS				Age	Comments	Armor	Exec Fleet	VAM Exempt	Corr	Action
State	LE	Non MSA	Vehicle Type	Fuel Type	EISA 141 LHM Acq	Leased		Owned								
a	b	c	d	e	f	Comm	GSA	#		k	l	m	n	o	p	
Sample Entry																
1	N		Sedan/Tr Vgn Compact	GAS DE	N/A	25	50	35	4.00				N/A	COV		
2	N				N/A								N/A	COV		Add

Probably some additional changes related to providing updated fleet management plans, etc., in the spring timeframe. Conversations also currently underway between GSA OGP and OMB about the possibility of merging some of the data that has historically been collected and summarized in the OMB A-11 AMVFR data call into the fall data call as part of this effort as well, in the hopes of eliminating the August data call for that report. If that happens, it will not happen in time for this summer's efforts on that report but presumably would be in place by summer 2013. Karl Wolfe and Jim Vogelsinger may have more to offer on that front in their session Tuesday afternoon.

## What's new / coming in FAST?

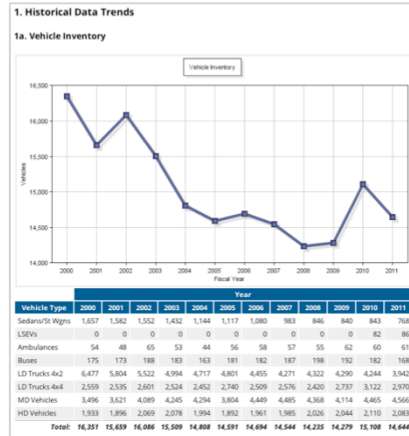
- Additional data elements for LE and armored vehicle mileage


1. Costs and Mileage Associated with Agency-owned Vehicles								
Vehicle Model	Cost Category					Total Operating Costs *	FY 2012 Acquisition Costs *	FY 2012 Miles Traveled *
	Indirect	Maintenance	Depreciation	Lease	Fuel *			
a	b	c	d	e	f	g	h	i
1 Sedans & SW	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
2 LSEVs	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
3 Ambulances	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
4 Buses	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
5 LD Trucks (4x2)	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
6 LD Trucks (4x4)	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
7 MD Trucks	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
8 HD Trucks	\$ 0	\$ 0	\$ 0	n/a	n/a	\$ 0	\$ 0	0
9 Totals	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0
10 Law Enforcement	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0
11 Armored Vehicles	\$ 0	\$ 0	\$ 0	n/a	\$ 0	\$ 0	\$ 0	0

Important figures to complete the information available to GSA, in particular, about these subsets of the fleet. FAST has historically collected all of the other data (inventory, costs, fuel) but not mileage – this modification closes that gap and allows for more analysis of these subsets (cost/mile, fuel efficiency, etc.) that wasn't possible to this point.

## What's new / coming in FAST?

- Tools for reviewing data
  - Additional data views in Data Quality & Consistency Report
  - Different fleet subsets (armored, LE) in DQR
  - Additional capabilities in new query tool
  - Semi-automated top-to-bottom DQR-like review of all fleets in agency reporting hierarchy
  - Logging of fleet-level use of DQR





### ***Where can I get help?***

- DOE's "Comprehensive Federal Fleet Management Handbook"
  - [https://federalfleets.energy.gov/sites/default/files/static\\_page\\_docs/eo13514\\_fleethandbook.pdf](https://federalfleets.energy.gov/sites/default/files/static_page_docs/eo13514_fleethandbook.pdf)
- FAST Help tab, FAQ, "What's New"
- "Federal Fleet Files" monthly newsletter
  - [https://federalfleets.energy.gov/newsletters/federal\\_fleet\\_files\\_newsletter](https://federalfleets.energy.gov/newsletters/federal_fleet_files_newsletter)
- DOE's Federal Energy Management Program Federal fleets Web site
  - <https://federalfleets.energy.gov/>
- GSA's Motor Vehicle Management Web site
  - <http://www.gsa.gov/vehiclepolicy>
- INTERFUEL: Inter-agency alt fuel working group
  - [https://federalfleets.energy.gov/interfuel\\_working\\_group](https://federalfleets.energy.gov/interfuel_working_group)
- INL FAST Web team: contact Michelle Kirby



## Who can I call?

- **Department of Energy**  
**Mark Reichhardt**  
Federal Energy Management Program  
mark.reichhardt@doe.gov  
(202) 586-4788  
  
**Ryan Daley**  
National Renewable Energy Lab  
ryan.daley@nrel.gov  
(303) 275-4466
- **General Services Administration**  
**Ed Lawler**  
Office of Governmentwide Policy  
ed.lawler@gsa.gov  
(202) 501-3354
- **Energy Information Administration**  
**Cynthia Amezcua**  
Office of Energy Consumption & Efficiency Statistics  
cynthia.amezcua@eia.gov  
(202) 586-1658
- **INL FAST Web Team**  
**Ron Stewart**  
ron.stewart@inl.gov  
(208) 526-4064  
  
**Jeff Caldwell**  
jeff.caldwell@inl.gov  
(208) 526-5306  
  
**Michelle Kirby**  
michelle.kirby@inl.gov  
(208) 526-4273

### ***Additional FAST sessions at FedFleet 2012***

- Hands on: FAST Administrator Walk-through
  - *Wed, 8:15 – 10:15 am – Computer lab*
- FAST User Training: Federal Fleet Users
  - *Wed, 3:30 – 5:00 pm – Classroom*
- Hands on: FAST Query Tool
  - *Thu, 11:30 am – 12:30 pm – Computer lab*
- Hands On: Reviewing Your Agency's FAST Data Submission
  - *Thu, 2:30 – 4:30 pm – Computer lab*